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Library School

University of Illinois

MILTON PUBLIC LIBRARY

INFORMATION AND
REGULATIONS

MILTON, MASS.

PUBLISHED BY THE TRUSTEES

1907



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1907

MILTON PUBLIC LIBRARY

Opened February 23, 1871

Present building opened June 11, 1904

TRUSTEES

AMOR L. HOLLINGSWORTH, *Chairman*

NATHANIEL T. KIDDER, *Treasurer*

RODERICK STEBBINS, *Secretary*

ORRIN A. ANDREWS

H. HELM CLAYTON

JOHN F. PERKINS

CHARLES E. ROGERSON

ARTHUR H. TUCKER

JOSEPH C. WHITNEY

LIBRARIAN

GERTRUDE EMMONS FORREST

Library 5

BRANCHES

East Milton Reading Room

Ellsworth Building, Adams Street

JOSEPHINE M. BABCOCK, *Assistant in charge*

Mattapan Reading Room

Bartlett's Library Building, corner Blue Hills Parkway
and Blue Hill Avenue

ELLEN F. VOSE, *Assistant in charge*

Russell Reading Room

Corner Randolph Avenue and Hillside Street

JENNIE W. KENNEDY, *Assistant in charge*

A weekly delivery of books from the Central Library to the East Milton and Mattapan Reading Rooms is made on Tuesday ; to the Russell Reading Room on Saturday.

A weekly house-to-house delivery in Blue Hill and Brush Hill districts is made on Thursday.

DEPOSIT STATIONS

Convalescent Home

Town Farm

Melley Shop Station

Public Schools

Deliveries of books to the schools are made as follows : —

Glover and Houghton, the first Monday of each month.

Belcher and Wadsworth, the first Tuesday of each month.

High, Consolidated, and Thacher, the first Thursday of each month.

Tucker and Sumner, the last Thursday of each month.

LIBRARY HOURS

Central Library, week days, 9 A.M. to 6 P.M., legal holidays excepted. Wednesday and Saturday evenings, 6 to 9. Sundays, 12 M. to 5 P.M., November to May.

East Milton Reading Room, week days, 3 to 5.45 P.M. and 6.30 to 8.30 P.M., legal holidays excepted. Closed at 6 P.M. Thursdays during July and August.

Mattapan Reading Room, week days, 3 to 8 P.M., legal holidays excepted. Closed at 6 P.M. Thursdays during July and August.

Russell Reading Room, Friday and Saturday evenings, 7 to 9, legal holidays excepted.

INFORMATION AND REGULATIONS

GENERAL INFORMATION

The library is free to all residents of Milton. Temporary residents are granted the same privileges as residents.

The library system consists of the central library, three branch reading rooms, three deposit stations, and a house-to-house delivery covering Blue Hill and Brush Hill. The house-to-house delivery service is made possible by the income of a fund left by the late Governor Wolcott for that purpose.

In addition to the weekly delivery, there are at each branch reading room, from two hundred to four hundred books on deposit, some of which are changed each month, and which may be taken out in the regular way.

Books borrowed at the central library may be renewed or returned at any of its branches; books borrowed at the branches may also be renewed or returned at the central library.

A Bulletin giving titles of new books added to the library is published quarterly; it is ready for distribution about the 15th of January, April, July, and October, and may be obtained free at the central library or at the branches. It will be mailed to any address for twenty-five cents a year.

Recommendations for the purchase of books not in the library should be made on the regular forms provided for that purpose. Such recommendations receive careful consideration.

By a system of inter-library loan, this library is often able to borrow from other libraries books needed for special research. Application for inter-library loan should be made to the librarian.

The library is classified by the Dewey decimal system, the main classes of which are the following:—

000 General works	500 Natural science
100 Philosophy, including Ethics	600 Useful arts
200 Religion	700 Fine arts
300 Sociology, including Education	800 Literature
400 Philology	900 History, including Biography and Travel

No numbers are assigned to English fiction, which should be called for by author and title.

The children's room is open daily from 9 A.M. to 6 P.M. Here are shelved about twenty-five hundred books suitable for boys and girls under sixteen years of age. No book is added to this collection which is not first reviewed, and the reading of the children who use the room is carefully supervised. Parents desiring help in the selection of books for their children should consult with the assistant in charge, who has for reference selected lists of books suitable for all ages.

The library receives regularly over seventy periodicals. With the exception of a few duplicates, the current numbers do not circulate.

At the end of the current month all periodicals may be taken out and may be kept seven days; at the end of the second month they may be kept fourteen days.

Bound volumes of periodicals circulate under the same rules as books, except bound volumes back of ten years, which are not issued for home use.

The library has several hundred photographs, illustrating Greek and Roman sculp-

ture, Italian art, cathedrals, etc., which may be taken from the library.

Exhibits of photographs or paintings are often held in the art room, notices of which are bulletined at the library and announced in the local newspapers.

REGISTRATION

Registration may be made at the central library or at any of its branches. The signature of a parent or guardian is required for persons under twenty-one years of age. Each person registered is assigned a number, which should always be given to the assistant at the desk when taking out books. If call slips are sent to the library, this number should be put on each slip. Registrations are good for two years (provided the person remains a resident of the town), at the end of which time they must be renewed, in order that addresses may be kept up to date.

Borrowers are requested to report change of residence at once.

The person in whose name a book is issued is responsible for all fines accruing upon the same.

BOOKS FOR HOME USE

All borrowers are allowed as many books as they may need at one time, provided but one is a seven-day book.

New fiction, current periodicals, and certain other books for which there is great demand, are issued for seven days only and are not renewable. Other books may be kept fourteen days and may be renewed. If books for special study are needed for more than fourteen days, borrowers should state at the issue desk the length of time required.

All books at the end of fourteen days are subject to recall if needed by other borrowers.

The date when a book is due is stamped on the dating slip at the back of each book issued.

Certain books, on account of their cost, rarity, or character, are withheld from general circulation.

Teachers may take from the library such books as are needed by their pupils for supplementary reading, subject to such rules as the librarian may prescribe, the expense of transportation to be borne by the schools.

RENEWAL

Books issued for *seven days* are not renewable.

Books issued for fourteen days may be renewed.

Books issued for more than fourteen days may be renewed only when such renewal does not interfere with the needs of other borrowers.

Renewal may be made by mail or telephone, the request stating borrower's number, the title and number of the book, and the date on which it becomes due.

Transfer of books from one borrower to another is not allowed.

RESERVE

Reserve postal cards may be purchased for one cent at the central library or at the branches. These cards should be filled out with the title of the book desired and properly addressed. When the book comes in, the postal card will be sent to the borrower and the book will be held for him two days.

FINES

A fine of two cents per day (legal holidays excepted) is charged on each book kept out over the time allowed, and three cents for each notice of such detention sent by post.

For every two weeks a book is over detained, an additional penalty of twenty-five cents is charged.

One week after a book is due, notice is sent to the person to whom the book was issued; and two weeks after a book is due a second notice is sent.

Borrowers are expected to note the expiration of the time limit. No claim to exemption from fine can be established because of the failure of any notice to or from the library.

Fines continue to accumulate for a period of four weeks, from the time when the book should have been returned, unless, prior to expiration of that period, the borrower reports the book as lost and pays the full cost of replacing it.

A book so detained for more than four weeks shall be considered lost, and the person detaining it shall, in addition to accrued fines, pay the full cost of replacing the book.

All books must be returned to the library whenever the trustees so order, and a fine of one dollar will be charged for each volume detained after a time limit has been given by special notice by mail.

CONTAGIOUS DISEASE

Books will not be received from houses in which there is contagious disease, nor will they be issued to persons living in such houses during the period of contagion.

If library books are already in a house when a case of contagious disease breaks out, they should not be returned to the library, but should be given to the agent of the board of health to be fumigated. No fine will be charged for books so detained.

CARE OF BOOKS

All books and periodicals must be used and handled with care.

The attention of borrowers is called to the following law : —

COMMONWEALTH OF MASSACHUSETTS

[Chapter 81, Acts of 1883.]

Be it enacted, etc., as follows:

SECTION 1. Section seventy-nine of chapter two hundred and three of the Public Statutes is hereby amended so as to read as follows:—Whoever wilfully and maliciously or wantonly and without cause writes upon, injures, defaces, tears or destroys a book, plate, picture, engraving, map, newspaper, magazine, pamphlet, manuscript, or statute belonging to a law, town, city or other public or incorporated library, shall be punished by a fine of not less than five nor more than fifty dollars, or by imprisonment in the jail not exceeding six months.

SECTION 2. This act shall take effect upon its passage.

Approved March 24, 1883.

Violations of this statute will be prosecuted according to the law.

RECENT ADDITIONS

April 1, 1919

Bishop.	Industry and trade.	380
Botchkaveva.	Yashka - my life as peasant officer and exile.	B
Bucher.	Practical wireless telegraphy.	654
Bucher.	Vacuum tubes in wireless communication.	654
Cerf.	Alsace-Lorraine since 1870.	943.44
Chapman.	Songs and poems.	811
Cram.	The sins of the fathers.	814
Dargan.	The cycle's rim.	811
Dawson.	Living bayonets; a record of the last push.	940.91
Dickinson.	Children well and happy.	649
Egan.	Ten years near the German frontier.	B
Emerson.	The early years of the Saturday Club.	928
Gompers.	American labor and the war.	331
Henderson.	The aims of labour.	331.8
Hopkinson.	Greek leaders.	920
Lodge.	Christopher: a study in human personality.	134
McCrae.	In Flanders fields and other poems.	821
Maeterlinck.	The Burgomaster of Stilemonde.	842
Millais.	Life of Frederick Courtenay Selous.	B
Ogg.	National progress, 1907-1917.	973.91
Palmer.	Altruism: its nature and varieties.	171.8
Peabody.	Education for life: the story of Hampton Institute.	370
Phelps.	Selected Articles on A League of Nations. Ref.	172.4
Phillips.	Women and the labor party.	396
Putnam.	On duty and off; letters written in France, May 1917-September 1918.	940.91
Roosevelt.	The great adventure: present day studies in American nationalism.	814
Sedgwick.	Dante.	B
Spargo.	Elements of socialism.	335
Thayer.	Volleys from a non-combatant.	940.91
VanRensselaer.	A manual of homemaking.	640
Wilder.	Personal identification.	573.6
Tallentyre, Translator.	Voltaire in his letters.	B

FICTION

Atherton.	The avalanche.
Ferber.	Cheerful - by request.
Ferber.	Emma McChesney & Co.
Gibbs.	The black stone.
Gordon.	The Sky Pilot in No Man's Land.
Lockhart.	The fighting shepherdess.
MacGrath.	The private wire to Washington.
Marmol.	Amalia: a romance of the Argentine.
Reynolds.	Green Valley.
Rideout.	TinCowrie Dass.
"Sapper".	The human touch.
Scott.	A daughter of two worlds.
VanDyke.	The valley of vision.
Walpole.	The secret city.
Welles.	Anchors aweigh.
Wolcott.	A gray dream and other stories of New England life.

1870-1871
1871-1872
1872-1873

1873-1874
1874-1875
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MILTON PUBLIC LIBRARY

RECENT ADDITIONS

May 1, 1919

American Academy of Political and Social Science.	Industries in readjustment.	306
Archer.	The peace-president.	B
Baker.	Dramatic technique.	808.2
Benson.	The white eagle of Poland.	947.06
Beston.	Full speed ahead.	940.91
Bunkley.	Military and Naval recognition book.	355
Burke.	Nights in London.	914.2
Burroughs.	Field and study.	504
Camp.	Athletes all.	796
Canfield.	The day of glory.	940.91
Duhamel.	Civilization.	940.91
Gregory, Lady.	The Kiltartan poetry book.	891.6
Jellicoe.	The Grand Fleet, 1914-1916.	940.91
Jordan.	The kinship of self control.	131
Kipling.	The years between.	821
Kirby.	Military abbreviations.	Ref.355
Laski.	Authority in the modern state.	321
Luckiesh.	Light and shade.	515.63
Moeller.	Moliere: a romantic play in three acts.	812
Pack.	The war-garden victorious.	635
Roosevelt.	Autobiography.	B
Rosenthal.	Reconstructing America.	331.8
Slater.	Living for the future.	218
Spargo.	Bolshevism.	323.2
Strachey.	Eminent victorians.	920
Swinburne.	Letters of Algernon Charles Swinburne.	B

FICTION

Abbott.	Old Dad.
Arnim.	Christopher and Columbus.
Beresford.	The Jervaise comedy.
Comstock.	The valley of vision.
Conrad.	The arrow of gold.
Dillon.	The Americans.
Gibbons.	A little gray home in France.
Hurst.	Humoresque.
King.	The city of comrades.
Leacock.	The Hohenzollerns in America.
MacGill.	Glenmornan.
Nicholson.	Lady Larkspur.
Porter.	Dawn.
Prouty.	Good sports.
Rickard.	The fire of green boughs.
Ruck.	A land-girl's love story.
Snaith.	The undefeated.
Turner.	Simple souls.

MILTON PUBLIC LIBRARY

RECENT ADDITIONS

June 1, 1919.

Balfour.	Dr. Elsie Inglis	B
Barrie.	Alice sit-by-the-fire.	822
Benwell.	History of the Yankee Division	940.91
Cabot.	Social work	360
Cantacuzene, Princess.	Revolutionary days; recollections of Romanoffs and Bolsheviki.	940.91
Chamberlain.	Vacation tramps in New England	917.4
DeBooy.	The Virgin Islands, our new possessions.	917.29
Egan.	The war in the cradle of the world.	940.91
Fletcher.	Indian games and dances.	970.6
Gilliland.	My german prisons.	940.91
Hay, Ian.	The last million: how they invaded France and England.	940.91
Hayward.	How to become a wireless operator.	654
Hooker, Sir Joseph.	Life and letters.	B
Huntington, Ellsworth.	World-power and evolution.	575
LaMotte.	Peking dust.	915.1
Leathem.	The comrade in white.	940.91
Levine.	The resurrected nations.	940.9
Loisette.	Assimilated memory.	154
Lowell.	Greater European governments.	354
Noyes.	The new morning.	821
Rickenbacker.	Fighting the flying circus.	940.91
Russell.	Proposed roads to freedom.	335
Speare.	World war issues	940.91
Surette.	The appreciation of music.	780
Whitlock, Brand.	Belgium.	940.91

FICTION

Dodge.	Rosy.
James.	Travelling companions.
Marshall.	The Clintons and others.
Paine.	Dwellers in Arcady.
	Patricia Brent, spinster.
Rohlf.	Room no.3
Wemyss.	Oranges and lemons.

BOOKS FOR YOUNGER READERS

Bachman.	Great inventors and their inventions	y926
Brown.	Rainbow Island.	
Godoy.	When I was a girl in Mexico.	y917.2
Grey.	Rusty Miller.	
Hale.	Little Allies.	
Heyliger.	Fighting for Fairview.	
Parkman.	Fighters for peace.	y920
Perkins.	Cornelia.	
Pier.	Dormitory days.	
Smith.	Good old stories for boys and girls.	

